

**TUNXIS COMMUNITY COLLEGE
EMPLOYMENT OPPORTUNITY**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

OPEN TO: State Employees (see Eligibility Requirement below)

DATE OF POSTING: February 10, 2011

POSITION: Fiscal Administrative Assistant, Full-Time
Monday through Friday 8:00a.m. – 4:30 p.m.

DEPARTMENT: Business Office

ANNUAL SALARY: \$51,061 approximate annual

CLOSING DATE: February 24, 2011

Eligibility Requirement: **Candidates must have applied for and passed the FISCAL ADMINISTRATIVE ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

- **EXAMPLES OF DUTIES:** Working in the Accounting/Payroll unit of the Business Office, utilizes CoreCT payroll modules to assist in a comprehensive range of payroll related processes including employee set-up, verification of employee contracts, creation of payment schedules and entries for semester based employees, review salary and other payment data, enter time and attendance records, reconcile payroll to accounting system and supporting documentation, run and review daily reports as needed. This position may also assist in Workers' Compensation and employee benefits/deduction processing. Additional duties will include grants management, preparing cash management reports, preparing internal budget reports, preparing journal entries and fixed asset accounting and reconciliations. May supervise support staff as assigned. Performs other paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; prepares simple financial statements and assists in preparation of complex financial statements; may perform routine agency human resource functions; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED: Knowledge of CoreCT and Banner accounting system preferred. Strong analytical skills preferred. Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position and a completed state application CT-HR-12– (available at <http://das.ct.gov/employment>). Submit **via mail** to: Tunxis Community College, 271 Scott Swamp Rd, Farmington, CT 06032, Attn: Human Resources/Fiscal Administrative Assistant.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.